

EFFECTIVE

February 1, 2010.

SUBJECT

1. PSM 712-5, CPS Intake - Overview.
2. PSM 712-6, Intake - Special Cases.
3. PSM 713-1, CPS Investigation - General Instructions and Checklist Revisions.
4. PSM 716-7, Substance Abuse Cases Revisions.
5. PSM 717-2, Amendment or Expungement Revisions.

Reason: The Children's Protective Services Manual (PSM) has been revised to update policies and in order to meet the requirements of the Dwayne B. v Granholm, et al. Consent Decree, audit recommendations and OCO recommendation.

Policy is revised for the following items:

**1) PSM 712-5 CPS
Intake Overview**

Inquiries must be made in an attempt to verify the licensing status of persons associated with the complaint. These inquiries are to be supported by SWSS clearances conducted by CPS Intake to determine if a licensed provider is identified as a member of the CPS complaint.

The reporting person must be asked if anyone affiliated with the case is a licensed foster care provider, licensed daycare provider or a relative provider. A SWSS Soundex check must be completed for all child(ren) listed on the complaint. Intake staff will document if any of the children in the home are listed within SWSS as foster children.

These clearances must be documented in the complaint source comment section in SWSS.

**2) PSM 712-6 CPS
Intake Special
Cases**

Two additions have been made to the special cases section of CPS intake. These include:

- Infant safe sleep investigation requirements.
- Additions to the substance use by caregiver section of policy. Changes made will require a worker to confirm prescriptions with medical professionals.

Reason: OCO recommendations

**3) PSM 713-1 CPS
Investigation
General
Instructions and
Checklist**

Three additions have been made to the general instructions list for CPS investigations. These additions include the requirement for the worker to do all of the following:

- Observe and document the caregiver and alleged perpetrator's photo-identification.
- Verify and document the dates of birth for the adults in the home.
- Ask if the client, or any adult in the home is a licensed foster parent, an owner/operator/volunteer/employee of a licensed or registered child care organization or a licensed or unlicensed adult foster care family or group home.

Reason: Dwayne B. V Granholm, et al. Consent Decree, audit recommendations.

**4) PSM 716-7 -
Substance Abuse
Cases**

Language has been added to address medically prescribed substances which may be a risk factor in abuse or neglect situations.

Reason: Recent change in Michigan Law- MCL 333.26424 Michigan Medical Marihuana Act.

**5) PSM 717-2 -
Amendment of
Expunction**

Language has been added to include second-line review when a CPS supervisor denies an expunction request. Policy will require for this second-line review to be completed by a program manager or county director.

Reason: Audit recommendations.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

PSM 712-5

PSM 712-6

PSM 713-1

PSM 714-1

PSM 716-7

PSM 717-2

Changed Items (link changes only) ...

PSM 713-7

PSM 717-3